



1 September 2005

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

REVIEW CASUALTY REPORTS

LESSON PLAN

CBC2A207 version 1 / Review Casualty Operations
01 Sep 2005

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

<u>Course Number</u>	<u>Course Title</u>
500-42A30/805C-42A30	Human Resources Sergeant Basic Non-Commissioned Officer Course (BNCOC)

Task(s) Taught(*) or Supported

<u>Task Number</u>	<u>Task Title</u>
805C-42A-3473	REVIEW EMERGENCY DOCUMENTS
805C-42A-3474	REVIEW CASUALTY REPORTS

Reinforced Task(s)

<u>Task Number</u>	<u>Task Title</u>
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Academic Hours

The academic hours required to teach this TSP are as follows:

	<u>Resident Hours/Methods</u>
	5.8 / Conference / Discussion
	2.0 / Practical Exercise (Performance)
Test	1.0
Test Review	.4
Total Hours:	9.2

Test Lesson Number

	<u>Hours</u>	<u>Lesson No.</u>	<u>Description</u>
Testing:	1	CBC2A207	Review Casualty Operations
Review of			
Test Results:	0.4		

Prerequisite Lesson(s)

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

Clearance Access

Security Level: Unclassified
 Requirements: There are no clearance or access requirements for the lesson.

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
AR 600-8-1	Army Casualty Operations/Assistance /Insurance	20 Oct 1994	
Defense Casualty Information Processing System - Forward	Instruction Manual		Adjutant General Basic Course

Student Study Assignments

Students should read and be familiar with AR 600-8-1 Chapters 3 and 11 prior to this lesson.

Instructor Requirements	One (1) certified instructor.		
Additional Support Personnel Requirements	None		
Equipment Required for Instruction	<u>Name</u>	<u>Quantity</u>	<u>Expendable</u>
	Dry erase board	1	
	Dry erase Markers	1	
	Pointer	1	
	Projection Screen	1	
	LCD Panel	1	
	Computer	1	
	Dry Erase Board Eraser	1	
Materials Required	<p>Instructor Materials: AR 600-8-1, ERB/ORB printout, DD Form 93 and SGLV Form 8286, Student Handout, Answer Sheet, and a number 2 pencil.</p> <p>Student Materials: AR 600-8-1, ERB/ORB printout, DD Form 93 and SGLV Form 8286, Handout, Answer Sheet, and a number 2 pencil.</p>		
Classroom, Training Area, and Range Requirements	General All - Purpose Classroom, 12 positions		
Ammunition Requirements	<u>Name</u>	<u>Student Qty</u>	<u>Misc Qty</u>
	None		
Instructional Guidance	<p>NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.</p> <p>The first part of this lesson addresses the Soldier's emergency documents and how to review them to ensure they are properly maintained. The second part addresses casualty reports and how to review them for accuracy and ensure they are properly routed. The contents of the emergency documents include the same information that the student will crosscheck on the casualty report. The documents they review are DD Form 93, SGLV Form 8286 and they will compare the information on these documents to a Soldier's ERB/ORB.</p>		
Proponent Lesson Plan Approvals	<u>Name</u>	<u>Rank</u>	<u>Position</u>
	Guyton, Tony C.	SSG	Writer-Developer
	Coleman, Tony	GS11	Team Chief
	Postoloff, John M.	GS11	Instructional System Specialist
	Jones, Anita	GS13	Chief, TDD
			<u>Date</u>
			01 Sep 05
			01 Sep 05
			01 Sep 05
			01 Sep 05

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:12
Time of Instruction: 10 mins
Media: Small Group Instruction (SGI)

Motivator

Viewgraph 1: Review Casualty Operations

You are a Human Resources Sergeant assigned to the V Corps Casualty cell. Its 0300hrs, you are currently working the tenth hour of a twelve hour shift when you receive casualty information informing you that two Soldiers have been killed and six have been wounded in a mortar attack. The unit SOP states that you must complete the casualty reports and forward them to higher headquarters within thirty minutes.

Note: Open the discussion by asking the Soldiers how they normally feel at 0300hrs. Ask them how they would react if they were placed in this situation. Remind them they are warriors and they must apply the Warrior Ethos.

Viewgraphs 2 through 7: Terminal Learning Objective

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Review Casualty Operations.
Conditions:	Given a requirement to review casualty operations, access to a completed DD Form 93 (Record of Emergency Data), a completed SGLV Form 8286 (Servicemen's Group Life Insurance Election and Certificate), Enlisted Record Brief (ERB)/Officer Record Brief (ORB), access to the Defense Casualty Information Processing System - Forward (DCIPS-F), a requirement to process a Line of Duty (LOD), and AR 600-8-1.
Standards:	<ol style="list-style-type: none">1. Verify that the DD Form 93 is properly completed IAW AR 600-8-1, Table 11-1.2. Verify that the personal data on the SGLV Form 8286 is filled out completely and accurately, using the soldier's ERB/ORB and IAW AR 600-8-1, Table 11-3.3. Verify proper distribution of DD Form 93 and SGLV Form 8286 IAW AR 600-8-1, Table 11-2 and 11-4.4. Verify that the casualty report is properly classified and prioritized IAW AR 600-8-1, Chapter 3.5. Verify that the casualty report is properly addressed IAW AR 600-8-1, Chapter 3.6. Cross-check the personal data on the casualty report with data contained in the ERB/ORB and DD Form 93 for accuracy IAW AR 600-8-1, Chapter 3.7. Route the Casualty Report IAW AR 600-8-1, Chapter 3.8. Overview of the Defense Casualty Information Processing System – Forward.

	9. Verify the processing of Line Of Duty investigations.
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Safety Requirements	No food or drink is allowed near or around electrical equipment (CPU, file server, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through the area, avoid all electrical cords and associated wiring. In the event of an electrical storm you will be instructed to power down your equipment.
Risk Assessment Level	Low.
Environmental Considerations	
Evaluation	You will be given two (2) practical exercises before the conclusion of the lesson and an hour examination after the lesson is completed. Passing score is 70 percent.
Instructional Lead-In	Casualty operations are part of the military personnel system. Casualty operations depend on accurate and up-to-date information and the willingness of every Soldier in the program to meet the Army's moral obligation to care for Soldiers and their families. As a Human Resources Sergeant, you will be reviewing documents and reports containing Soldiers' emergency information and verifying this information is accurate.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE A

ACTION:	Review Maintenance of Emergency Documents.
CONDITIONS:	Given a requirement to review a Soldier's emergency documents, access to a completed DD Form 93 (Record of Emergency Data), a completed SGLV Form 8286 (Servicemen's Group Life Insurance Election and Certificate), AR 600-8-1 and an Officer Records Brief (ORB)/Enlisted Records Brief (ERB).
STANDARDS:	<ol style="list-style-type: none"> 1. Verified the DD form 93 is properly completed using the Soldier's ORB/ERB and IAW AR 600-8-1, Table 11-1. 2. Verified the personal data on the SGLV Form 8286 is filled out completely and accurately using the Soldier's ORB/ERB and IAW AR 600-8-1, Chapter 11. 3. Ensured the completed DD Form 93 and SGLV Form 8286 are properly distributed IAW AR 600-8-1, and Table 11-2.

1. Learning Step / Activity 1. Verify that the DD Form 93 is properly completed.

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:12
Time of Instruction: 50 mins
Media: Small Group Instruction (SGI)

a. **References.** The following are descriptions of the references used to verify the information on DA Form 93.

- (1) AR 600-8-1, Chapter 11, Army Casualty Operations/Assistance/Insurance, provides the policies, procedures, and guidelines for reviewing casualty operations in general and the learning activities in this lesson in particular.
- (2) The ERB and ORB are generated from the Standard Installation/Division Personnel System 3 (SIDPERS-3) database. These reports contain personnel data of an enlisted soldier or officer.

b. **DD Form 93.** DD Form 93 is extremely important because when completed, it becomes an official and legal document that designates the beneficiaries of certain benefits in the event the individual is in a missing or deceased status. Additionally, it provides the name and address of the person(s) to be notified in case of an emergency, sickness or death. As a Human Resources Sergeant, you will review this form and ensure that it is properly maintained.

NOTE: Review Handout #1 with the students. Use the following steps as a guide for ensuring that DD Form 93 was properly completed. Ensure the students are knowledgeable of these steps. Use time at the end of this learning step to review any steps the students had problems with and summarizes the important points of the presentation.

- (1) Verify items of the DD Form 93 are properly completed using the Soldier's ORB/ERB.

Soldier's Data

- (a) Verify the member's full last name, first name, and middle name is entered.
- (b) Verify the member's social security number (SSN) is entered.
- (c) Verify member's rank is entered.
- (d) Verify the current date is entered.

Marital Status

- (e) Verify the first name, middle initial; maiden name, if applicable, and the address of spouse are entered.
 - Verify "single" is entered, if applicable.
 - Verify "divorced" is entered, if applicable.
 - Verify "widowed" is entered, if applicable.

Child(ren) Data

- (f) Verify the first name, middle initial, last name of child (if different from the member's), and the date of birth of all children are entered.
- Verify paternity for illegitimate children is acknowledged by a judicial decree.
 - Verify the address is entered for children not living with the member.

Parent Data

- (g) Verify the first name, middle initial, last name, and address of father are entered.
- Verify "unknown" is entered, if applicable.
 - Verify "deceased" is entered, if applicable.
 - Verify the father's civilian title is entered, if applicable.
 - Verify the father's military grade is entered, if applicable.
 - Verify the relationship is indicated if other than natural father is listed, if applicable.
- (h) Verify the first name, middle initial, last name, and address of mother are entered.
- Verify "unknown" is entered, if applicable.
 - Verify "deceased" is entered, if applicable.
 - Verify the mother's civilian title is entered, if applicable.
 - Verify the mother's military grade is entered, if applicable.
 - Verify the relationship is indicated if other than natural mother is listed, if applicable.

Person NOT to Notify

- (i) Verify the relationship of the person(s) listed who are not to be notified of a casualty is/are entered, if applicable.
- (j) Verify the relationship, name and/or address of person(s) to be notified are entered.

Death Gratuity

- (k) Verify the first name, last name, address, and relationship of person(s) to receive six months gratuity pay (if there is no surviving spouse or child at the time of death), are entered.
- Verify the person listed is a parent, a person in loco parentis status, brother and/or sister.
 - Verify the date of birth is indicated for brothers or sisters.
 - Verify the percentage to be paid to each person is entered if two or more beneficiaries are indicated.
 - Verify the sum of the shares to be paid to the beneficiaries equals 100 percent.
 - Verify "none" is entered if the member has no eligible beneficiary.

Beneficiary (ies)

- (l) Verify that the first name, middle initial, last name, address, and relationship of person(s) to receive unpaid pay and allowances at the time of death are entered.
- Verify the percentage to be paid to each person is entered if two or more beneficiaries are indicated.
 - Verify the sum of the shares to be paid to the beneficiaries equals 100 percent.
 - Verify "none" is entered if the member does not designate a beneficiary.

Allotment Designee when missing

- (m) Verify the first name, middle initial, last name, address, and relationship of dependent(s) the member designates to receive an allotment of pay if missing, captured, or interned are entered.
- Verify the item is left blank if applicable.
 - Verify the percentage to be paid to each person is entered if two or more beneficiaries are indicated.
 - Verify the sum of the shares to be paid to the beneficiaries does not exceed 100 percent.

Location of Will or Valuable Papers

- (n) Verify the location of will or other important documents are annotated if applicable.

Commercial life insurance

- (o) Verify the full name of all commercial life insurance companies (including the policy number if the member desires) to be notified in case of death is entered.
- (p) Verify any continuations and/or remarks regarding any items are entered, if applicable.

Signatures

- (q) Verify the member's signature consisting of first name, middle initial, last name, rank, rate, or grade is entered.
 - (r) Verify the witness' signature consisting of first name, middle initial, last name, including rank, rate, or grade is entered.
 - (s) Verify the date the member signed the form is entered.
- (2) Correct all errors as necessary.
 - (3) Continue processing if the document is accurate and complete.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: Why is DD Form 93 extremely important?

Answer: When it is completed, it becomes an official and legal document that designates the beneficiaries of certain benefits in the event the individual is in a missing or deceased status. It provides the name and address of the person(s) to be notified in case of an emergency, sickness, or death of a soldier. (AR 600-8-1 Chapter 11-4).

- 2. Learning Step / Activity 2. Verify the personal data on the SGLV Form 8286 is filled out completely and accurately.

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:12
 Time of Instruction: 1 hr
 Media: Small Group Instruction (SGI)

NOTE: Remind the students the same references are used to verify information on SGLV Form 8286 and DD Form 93 and refer them to pages 4 & 5 handout #1.

- a. **SGLV Form 8286.** Servicemen's Group Life Insurance (SGLI) provides insurance coverage for eligible Soldiers who have completed the SGLV Form 8286. SGLI is a term life insurance. There are no loans, cash, paid up or extended values. Soldiers are automatically insured under SGLI for **\$400,000** unless they elect in writing to be covered for a lesser amount or not to be covered at all. This form needs to be accurately maintained so, in the event a Soldier dies, the beneficiaries the Soldier has elected are compensated. Like DD Form 93, you will process SGLV Form 8286 once you have verified the information.

NOTE: Use the following steps as guide for ensuring that SGLV Form 8286 is filled out properly. Ensure the students are knowledgeable of these steps. You may use the time at the end of the learning step, to review any steps that the students had problems with, and summarize the important points of the presentation.

- (1) Verify the Soldier's full name has been properly entered.
- (2) Verify the Soldier's rank, title, and grade has been properly entered.
- (3) Verify the SSN has been properly entered.
- (4) Verify the Branch of Service is annotated correctly.
- (5) Verify the Current Duty location is properly annotated.
- (6) Verify the Amount of Insurance is correctly annotated and initialed.
- (7) Verify beneficiaries are correct.
- (8) Verify for unusual beneficiaries, an unusual beneficiary designation notation is on the form.
- (9) Verify for unusual beneficiaries, the individual who counsels the Soldier signs and dates the notation.
- (10) Confirm the Soldier has signed the form in the correct location including the date (in ink).
- (11) Confirm a disinterested witness has signed the form in the correct location including grade (in ink).

b. Review for errors. Review SGLV Form 8286 for errors.

- (1) Route inaccurate or incomplete SGLV Form 8286 back to the human resources specialist for corrective action.
- (2) Continue processing if the document is accurate and complete.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: Why is it important for SGLV Form 8286 is accurate?

Answer: To ensure the beneficiaries the Soldier has elected to receive are compensated. (AR 600-8-1, Chapter 11-1).

Question: What dollar amount may Soldiers be insured for, under the SGLV program?

Answer: Starting at \$50,000 any amount there after in increments of \$50,000 up to \$400,000.

3. Learning Step / Activity 3. Ensure that the completed DD form 93 and SGLV Form 8286 are properly distributed.

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:12
 Time of Instruction: 15 mins
 Media: Small Group Instruction (SGI)

a. Distribution of initial forms. The last step is to ensure the completed forms are properly distributed. To accomplish this task perform the following steps:

- b. **References.** AR 600-8-1, tables 11-2 and 11-4 contains the guidelines for distributing the forms.

NOTE: Refer students to the above tables. Break them into three groups and allow five minutes of discuss the information among the group. Answer any questions the students may have pertaining to the tables.

(1) Use the category of personnel – Active Duty Enlistees, inductees, and re-enlistees from civilian life entering the active Army to solicit feedback from group 1.

(2) Use the category of personnel – ARNG and USAR on AD for more than 6 months to solicit feedback from group 2.

(3) Use the category of personnel – Active Duty, USAR, and ARNG and USAR needing changes to their DD Form 93 to solicit feedback from group 3.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

Question: Where in AR 600-8-1 can you find the guidelines for distributing forms?

Answer: Tables 11-2 and 11-4.

Question: What would you do if you found errors or found the DD Form 93 was incomplete?

Answer: Route it back to the personnel service specialist.

Question: What would you do with the 1st paper copy of the DD Form 93 for an active duty Soldier?

Answer: File it in the Soldier's MPRJ.

Question: Which AR is used for policies, procedures, and guidelines for reviewing casualty operations?

Answer: AR 600-8-1.

B. ENABLING LEARNING OBJECTIVE B

ACTION:	Review Casualty Reports.
CONDITIONS:	Given a requirement to review printed casualty report(s), and access to AR 600-8-1; Enlisted Record Brief (ERB); Officer Record Brief (ORB); DD Form 93 (Record of Emergency Data); SGLV Form 8286 (Service members' Group Life Insurance Election and Certificate); and standard office supplies and equipment.

STANDARDS:	<ol style="list-style-type: none"> 1. Verify the casualty report is properly classified and prioritized IAW AR 600-8-1, Chapter 3. 2. Verify the casualty report is properly addressed IAW AR 600-8-1, Chapter 3. 3. Cross-check the personal data on the casualty report with the data contained in the ERB/ORB and DD Form 93 for accuracy IAW AR 600-8-1, Chapter 3. 4. Route the casualty report IAW AR 600-8-1, Chapter 3.

1. Learning Step / Activity 1. Verify the casualty report is properly classified and prioritized.

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:12
 Time of Instruction: 40 mins
 Media: Small Group Instruction (SGI)

NOTE: Refer students to Student Handout, Casualty Feeder Report.

NOTE: Refer students to AR 600-8-1, para 3-1 & 3-2. Allow the Soldier some time to review the information. Use the following steps as a guide for ensuring the casualty report was properly classified and prioritized.

NOTE: Explain to the students that classification is FOR OFFICIAL USE ONLY, PRIORITY or IMMEDIATE precedence and should be in all capital letters.

a. Wartime reporting Standards. You will cover what forms are used when in casualty reporting during wartime.

(1) Units will report all casualties found on the battlefield (i.e., American civilians, personnel of other services and allied forces, and Soldiers from other units).

(2) Units will record casualties on a DA Form 1155 (Witness Statement on Individual) and DA Form 1156 (Casualty Feeder Report) and submit them to battalion level without delay or as the battlefield situation permits.

(3) This reporting process will continue until the PERSCOM, Casualty Operations Center has been notified. Notification must happen within 24 hours from the time of incident. The cause and circumstances from the DA Forms 1155/1156 will be used in item #39 of the initial casualty report message.

- b. Security classification.** You will learn how to verify the casualty report is properly classified and prioritized. To accomplish this, you will perform the following steps:
- (1) Obtain a printout of the casualty report for review.
 - (2) Ensure the report has been marked FOR OFFICIAL USE ONLY unless otherwise indicated.
 - (3) Ensure the report has been assigned correct precedence.
 - (a) Check that the report is assigned PRIORITY precedence unless immediate precedence is required.
 - (b) Check that the report is assigned IMMEDIATE precedence if Human Resources Command (HRC) is required to make notification.
- c. References.** AR 600-8-1, Chapter 3, figures 3-1 through 3-4 for verifying the casualty report is properly classified and prioritized.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: What is one of the forms used in wartime casualty reporting by the unit of assignment?

Answer: DA Form 1155 (Witness Statement on Individual) or DA Form 1156 (Casualty Feeder Report)

Question: Generally, casualty matters are unclassified, but what is marked on the casualty report to indicate that they are protected?

Answer: FOR OFFICIAL USE ONLY.

2. Learning Step / Activity 2. Verify the casualty report is properly addressed.

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:12
Time of Instruction: 20 mins
Media: Small Group Instruction (SGI)

NOTE: Explain to the students there are numerous addresses for each category of casualty, and they should refer to AR 600-8-1, Table 3-1, for the appropriate addresses.

- a. Categories of casualties.** To verify if the casualty report is properly addressed, you need to identify the category of the casualty. The following are the seven categories from which to choose.
- (1) All reportable persons were wounded, injured, or ill.

- (2) All reportable persons EXCEPT U.S. Army retired, separated, or discharged that were deceased, missing, or returned to military control.
- (3) Absence Without Leave (AWOL) and deserters that are deceased.
- (4) Retired general officer or a retired enlisted person who held the position of Sergeant Major of the Army that are deceased.
- (5) Retired, separated, or discharged person who dies within 120 days. Those persons retired with 100% disability (TDRL) are reportable up to one year.
- (6) All other retired persons (includes persons on TDRL) deceased.
- (7) Dependents for retired person who dies in a medical treatment facility within the US.

b. Correct address. Once you have determined the category of the casualty, you must determine if the casualty report is appropriately addressed. To accomplish this, you should refer to AR 600-8-1, Table 3-1 and compare the address to the category of casualty.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: How do you determine if a casualty report is properly addressed?

Answer: First, determine the type of casualty. Refer to Table 3-1 of AR 600-8-1, and select the appropriate address for the type of casualty.

3. Learning Step / Activity 3. Cross-check the personal data on the casualty report with the data contained in the ERB/ORB and DD Form 93 for accuracy.

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:12
 Time of Instruction: 40 mins
 Media: Small Group Instruction (SGI)

NOTE: Refer the students to AR 600-8-1, tables 3-2 and 3-3. Explain to the students the matrix for determining the items on the casualty report and how to properly review a casualty report.

NOTE: Refer the students to Handout #2 which contains a simulated copy of a Soldier's ERB, DD Form 93, SGLV 8286, and a completed casualty report. Review the data on the casualty report using the source documents provided.

NOTE: Use the following information as a guide for ensuring that the casualty report is up-to-date.

a. Identify report. To begin crosschecking personal data on the casualty report, first identify which type of report you are reviewing. The type of report could be any of the following.

- (1) Initial Report (INIT) is the first report submitted on a person involved in any single casualty incident. Its purpose is to enter a reportable person into the casualty reporting system.
- (2) Status Change Report (STACH) shows the casualty status of a previously reported person has changed from one major category of casualty to another.
- (3) Progress Report (PROG) is used to report the medical progress of hospitalized wounded, injured, or ill personnel in a very seriously ill (VSI), seriously ill (SI), or special category (SPECAT).
- (4) Supplemental Report (SUPP) is used to provide additional or corrected information to an INIT report or any previously submitted report.

b. Casualty category. The second thing to determine is the category of casualty. These categories are less detailed than the ones described in the last learning activity. They are the following four categories.

- (1) Military.
- (2) Civilian.
- (3) Family member.
- (4) Retired.

c. Casualty type. The third thing to determine is the casualty type.

- (1) Hostile.
- (2) Nonhostile.

d. Verify Casualty Data. Verify the information provided in the casualty report is IAW AR 600-8-1, chapter 3, table 3-2.

NOTE: Review the items listed in table 3-2 with students.

e. Minimum Data. (Refer to AR 600-8-1 para 11-15i (10) Verify that at a minimum the following eleven lines are reported on an initial casualty report:

Item 1 – Casualty report type	Item 2 – Type of casualty
Item 3 – Casualty status	Item 7 – Category of individual
Item 8 – SSN	Item 9 – Name
Item 12 – Rank	Item 14 – Unit of assignment
Item 36 – Date/time of incident	Item 39 – Circumstances
Item 40 – Inflicting force	

NOTE: Conduct a check on learning and summarize the learning activity.

Question: What are the four different types of casualty reports?

Answer: Initial, Supplemental, Status Change, and Progress.

Question: What are the codes used for these four reports?

Answer: INIT, SUPP, STACH, and PROG.

4. Learning Step / Activity 4. An Overview of Defense Casualty Information Processing System - Forward

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:12
Time of Instruction: 30 mins
Media: Small Group Instruction (SGI)

a. **The different modules contained within DCIPS-(FWD).** Using DCIPS-F you have the ability to process the several different types Casualty reports and update or change the report status from a forward location without having to go through all the different systems for reporting. It is all contained in on system.

- (1) Individual Casualty Report Module is used when a incident involves a single casualty. Open DCIPS (FWD) and select the Individual Casualty Data button. (See student handout).
- (2) Multiple Casualty Report Module is used for incidents involving two or more casualties. (See student handout).
- (3) Hasty (Abbreviated) Casualty Report Module. This module says what type of casualty you are reporting. (Hostile or Non-hostile)
 - a. Hostile – A person who is the victim of a terrorist activity or becomes a casualty in action. "Inaction" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning form a combat mission.
 - b. Non-hostile – A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity.
- (4) Supplemental Casualty Module is used to update an individual casualty report. Once you have received any additional information not provided on the Initial Casualty Report.
- (5) Progress Report Casualty Module is used to update the casualty's information, such as mailing address, place where the casualty is hospitalized, or Medical progress and prognosis.
- (6) Status Change Report Casualty Module is used to update higher on the status of the casualty. (i.e. besieged, beleaguered, captured, detained, deceased . . .)
- (7) Import/Export Casualty Module is used to put information in the system and also to take it out of the system as one record instead of by sections.
- (8) Maintenance Module with this module records are Archive and Un-Archive. That is a record can be store for review or update a later date right on the system in stead of using other forms of media.

b. **Transmitting Casualty Reports completed in DCIPS (FWD).** With this web based system you can submit reports using your Army email systems.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: How many Module are contain in DCIPS – FWD reporting system?

Answer: 9

Question: If email is available on the PC: (if the Email application is compatible with the application) Once you click-on Email. What happens next?

Answer: An email message will be brought out, the report will automatically populate into the

Message Body.

5. Learning Step / Activity 5. Route the casualty report .

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:12
Time of Instruction: 10 mins
Media: Small Group Instruction (SGI)

a. **Route casualty report.** Casualty reports are sent by electronic means without delay unless circumstances dictate otherwise.

- (1) To ensure the casualty report is authenticated, you need to receive a notice of delivery of the initial report or status changes from Commander Human Resources Command (CDR HRC) using the "Z" signal. When CDR HRC messages are not acknowledged within 24 hours after the report is sent, retransmit the message and trace the report.
- (2) Each Army facility has different procedures for sending casualty reports. You should follow local procedures.

b. **References.** You can refer to AR 600-8-1, Chapter 3, Section 3-2.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: How are casualty reports sent?

Answer: Electronically.

6. Learning Step / Activity 6. Role of the CAC.

Method of Instruction: Conference / Discussion
Instructor to Student Ratio: 1:12
Time of Instruction: 10 mins
Media: Small Group Instruction (SGI)

a. **The Casualty Area Commander.** The CAC in whose area the PNOK is located will extend casualty assistance.

b. The CAC may designate or assign casualty assistance cases to -

- (1) Commanders or his or her command's installations and activities.
- (2) Units assigned to other commands within his or her geographic area of responsibility that are located near the residence of the NOK.
- (3) USAR AGR/Full-time personnel.
- (4) National Guard advisor groups.
- (5) ROTC instructor groups.
- (6) Personnel assigned to the U.S. Army Recruiting Command (except those on production).
- (7) Corps of Engineers.
- (8) Army personnel assigned to DOD or joint agencies and activities. These personnel may be used in the casualty assistance program.
- (9) Civilian Personnel Officers within their geographical area. (For PNOK of civilian personnel only.)
- (10) Army personnel serving with allied or foreign governments or agencies.
- (11) Army personnel serving OCONUS in US embassies and consulates.

c. Maintain sufficient quantities of DA Form 5516 (Casualty Assistance Referral Card). Additional referral cards can be requisitioned by casualty area commands only. Requisitions will be in memorandum format and addressed to CDR, PERSCOM (TAPC-PEC) ALEXANDRIA, VA 22331-0481.

b. References. You can refer to AR 600-8-1, Chapter 3, Section 3-2.

NOTE: Conduct a check on learning and summarize the learning activity.

Question: What is the form number of the Casualty assistance referral card?

Answer: DA Form 5516.

NOTE: Have students work in small groups. Pass out Practical Exercise #1, which contains a simulated copy of a Soldier's ERB, DD Form 93, SGLV Form 8286, and a completed casualty report. Tell the students to review the data on the casualty report using the source documents. Answer any questions the students may have.

7. Learning Step / Activity 7. Practical Exercise#1

Method of Instruction: Practical Exercise (Performance)
Instructor to Student Ratio: 1:12
Time of Instruction: 1 hr
Media: Print

8. Learning Step / Activity 8. Practical Exercise#2

Method of Instruction: Practical Exercise (Performance)
Instructor to Student Ratio: 1:12
Time of Instruction: 1 hr
Media: Print

NOTE: Conduct a check on learning and summarize the learning activity.

9. Learning Step / Activity 9. Performance Test

Method of Instruction: Test
Instructor to Student Ratio: 1:12
Time of Instruction: 1 hr
Media: None

Administer Test. Refer to Appendix B for test instructions.

NOTE: Conduct a check on learning and summarize the learning activity.

10. Learning Step / Activity 10. Test Review

Method of Instruction: Test Review
Instructor to Student Ratio: 1:12
Time of Instruction: 10mins
Media: None

SECTION IV. SUMMARY

Method of Instruction: <u>Conference / Discussion</u>
Instructor to Student Ratio is: <u>1:12</u>
Time of Instruction: <u>10 mins</u>
Media: <u>Small Group Instruction (SGI)</u>

**Review /
Summarize
Lesson**

In this lesson, you have learned the two tasks necessary to review casualty operations. The first task you learned is reviewing the maintenance of emergency documents, how to compare DD Form 93 and SGLV 8286 to the personal data on the Soldier's ERB/ORB and MPRJ for accuracy. In the second task, you learned how to review casualty reports and ensure they are accurate and properly routed.

As a Human Resources Sergeant, you are responsible to ensure the next of kin does not endure needless suffering.

**Check on
Learning**

Conduct a check on learning and summarize the lesson.

SECTION V. STUDENT EVALUATION

**Testing
Requirements**

NOTE: Describe how the student must demonstrate accomplishment of the TLO standard. Refer student to the Student Evaluation Plan.

You will be given two (2) practical exercises before the conclusion of the lesson and an hour examination after the lesson is completed. Passing score is 70 percent.

**Feedback
Requirements**

NOTE: Rapid, immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.